Project Manager/Mission Manager

START

Schedule T/B
- at recommendation of Air worthiness and Flight Safety Review Board (AFSRB)
- to close out project open items or
- to present changes to plan

Flight Scheduling Office

Schedule T/B.
Note 1

Project Administrative Support

Notify attendees of T/B schedule.
Note 2

TECH BRIEF (T/B) AND MINI-TECH BRIEF (MINI T/B)

Dryden Flight Research Center
DCP-X-008
Revision: F

Objectives:
-to continue safety and technical review processes after the AFSRB has made final recommendations and the flight program has moved into the flight phase
-to ensure project presents goals and plans for peer review
-Update current project goals, plans and risks to Dryden Management Team

Electronically approved by
Associate Director

Draft flight request per **DCP-P-009** or **DOP-Y-003** and presentation for T/B to include:

-review of past flights
-objective of proposed flight or flight block
-flight plan
-configuration changes
-control room operations
-accepted risk list
-mandatory requirements
-open items from AFSRB

Note 1

Schedule through the Flight Scheduling Office.

Technical briefings must be scheduled at least two working days in advance of the proposed flight date

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Note 2

Mandatory Attendees or a designee
- Project Manager
- Project Pilot
- DFRC Chief Engineer (Chair of T/B Committee)
- Director for Research Engineering
- Director for Flight Operations
- Director for Aerospace projects or Airborne Science as appropriate
- Director, Safety and Mission Assurance
- Director for Research Facilities (optional for Airborne Science briefings)
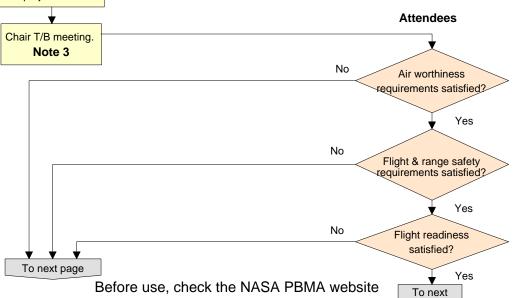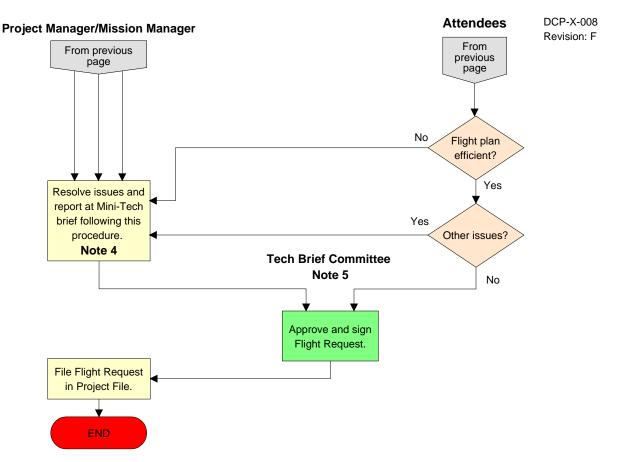
Desired Attendees

- Principal Investigator
- Appropriate discipline representatives/Technical Monitors from Research Engineering

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Provide hard copy of T/B briefing charts to attendees and project files.

Chair T/B meeting.
Note 3

Attendees

Air worthiness requirements satisfied? — No

Yes

Flight & range safety requirements satisfied? — No

Yes

Flight readiness satisfied? — No

Yes

To next page

To next page

Project Manager/Mission Manager

Attendees

From previous page

From previous page

Flight plan efficient?

No

Yes

Resolve issues and report at Mini-Tech brief following this procedure.
Note 4

Other issues?

Yes

No

**Tech Brief Committee
Note 5**

Approve and sign Flight Request.

File Flight Request in Project File.

END

Note 3

With Chief Engineer approval a Tech Brief may cover a block of flights

Any changes made to briefed blocks of flights must be stated at Mini-Tech Briefs

Additional envelope expansion requires an additional Tech Brief

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Note 4

- Mini-Tech Briefs may be combined with the Crew   Brief
- Used to explain minor anomalies
- Used to brief incremental flight plans

Note 5

Tech Brief Committee refers to concurrence from the following directors (or designated representative):
- Director for Research Engineering, as appropriate
- Director for Flight Operations
- Director for Aerospace Projects or Airborne Science, as appropriate
- Director, Safety and Mission Assurance
- Director for Research Facilities, as appropriate
- DFRC Chief Engineer (Chair)

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DOCUMENT HISTORY PAGE

This page is for informational purposes and does
not need to be retained with the document.

DATE APPROVED ISSUE PAGE AMENDMENT DETAILS

1/4/99 Baseline

4/15/99 Rev A All Modified signature block from "Approved" to
"Electronically Approved by". Separated the responsibilities of the "Technical Support and Coordination Office" to the
"Flight Scheduling Office" and the "Project Administrative Support" on page 1. Modified the last block of "Project
Manager/Mission Manager" on page 2. Combined last two blocks of "Attendees" on page 2 and moved the
responsibility to the "Directors For".

11/17/99 Rev B 1 Revised Note 1 and Note 2.

5/5/00 Rev C 1 Deleted "Each mandatory attendee shall provide the
Chief Engineer with a list of 3 acceptable alternates Chief Engineer will publish the list" from Note 2.

7/25/00 Rev D 1 Added "or DOP-Y-003" to block 2 of Project
Manager/Mission Manager and modified Note 2.

10/2/00 Rev E All On page 1: Added "(Chair of T/B Committee)" after "DFRC
Chief Engineer" in Note 1and modified Note 2. On page 2: Changed "Directors For" to "Tech Brief Committee" and
modified Note 5.

See IDMS Document Master LIst Rev F 1 Added "or a designee" to Mandatory Attendees in Note 2

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